



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

March 1, 2007

TO: FINANCIAL SERVICE SPECIALISTS AND DSHS WORKFIRST STAFF

FROM: Deb Marley, Assistant Secretary
Economic Services Administration

SUBJECT: WORKFIRST QUALITY ASSURANCE - ACES TANF EMPLOYMENT HOURS

Recent WorkFirst memos describe new federal rules and related audits that will change the way we do business. We must take action to collect all possible WorkFirst participation data and accurately report this data to the federal government or lose federal funding. The Governor's Office and the WorkFirst partnership have established the WorkFirst quality assurance initiative to meet this challenge.

Our administration is charged to take the first major step. Under the new federal rules, we must verify WorkFirst employment hours, using our current prospective budgeting and reporting rules. We will use ACES instead of eJAS data to document the hours of employment for WorkFirst families.

Effective immediately, use the revised EAZ Manual instructions to enter TANF employment hour data into ACES. The manual describes how to:

- Apply our current prospective budgeting and reporting rules to TANF employment hours.
- Accurately enter that information into ACES.

We will not require staff to review cases and fix existing TANF employment hour data until we begin a comprehensive review of all WorkFirst participation. At that time, we will use Audit 99 to monitor our progress in making this important change to how we determine and record WorkFirst hours of employment.

Thank you for all the work you do to preserve the safety net for low-income families with children in this state. This work makes a real difference in the amount of services and supports we have to offer struggling families.

Recent WorkFirst Quality Assurance memos include:

- WorkFirst Participation Verification (December 18, 2006)
http://www.workfirst.wa.gov/statestaff/listserve/121806_Quality_Assurance_Memo.pdf
- ACES Data Accuracy (January 16, 2007)
http://region6csd.dshs.wa.gov/csdworkfirst/Docs/InternalC_ACES_DataAccuracyMemo011907.doc

FINANCIAL SERVICE SPECIALISTS AND DSHS WORKFIRST STAFF

March 1, 2007

Page 2

Your ideas and feedback are always welcome. Please direct any questions to Barbara Bucsko, Chief, Office of Quality Assurance, Operations Support Division at bucskbj@dshs.wa.gov or by telephone at 360-725-4540.

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